



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
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StaO 10341.1

Fuels

4 DEC 2001

STATION ORDER 10341.1

From: Commanding General
To: Distribution List

Subj: PROCEDURE FOR MILITARY SERVICE STATIONS ON BOARD MARINE
CORPS AIR STATION (MCAS) MIRAMAR

Ref: (a) DOD 4140.25M Management of Bulk Petroleum Products,
Storage, and Distribution Facilities
(b) NAVFAC MO-230 Maintenance and Operation of Petroleum
Fuel Facilities

1. Purpose. To establish the policy, procedures and responsibilities for accessing military service stations on board Marine Corps Air Station (MCAS), Miramar. Two service stations are located at Buildings 6021 and 8483.

2. Background. As outlined in the references, the Fuels Section of the Aviation Supply Branch, Assistant Chief of Staff (AC/S), G-4 Logistics Division is responsible for receipt, storage, transfer and quality control for all Petroleum, Oil and Lubricant (POL) products used aboard MCAS Miramar. The Aviation Supply Branch is also responsible for the performance of prescribed preventive and corrective maintenance schedules, procedures, and requirements through timely tests, inspections, and documentation.

3. Fire Prevention. All personnel are responsible for fire prevention.

a. Three elements are necessary before fire or explosion is possible:

- (1) Oxygen.
- (2) Flammable vapors, liquids, or materials.
- (3) A source of ignition.

b. Oxygen, vapors, liquids or materials are automatically present when fuel is spilled or its vapors released while refueling vehicles and equipment. Thus, any source of ignition could cause an explosion or fire when fuel is spilled. Released vapors are

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heavier than air and flow downward toward the ground. Fuel vapors mix slowly with air, consequently the danger area may be 30 to 50 feet from the source of the vapors. It is imperative all sources of ignition such as hot surfaces, open flames, sparks caused by metal contact, electrical equipment and static electricity be vigorously controlled within the area.

4. Hours of Operation

a. Automated fuel key services allow military service stations to provide service 24 hours a day, 7 days a week under normal conditions.

b. In the event of a failure of the fuel key system at service station, Building 8483, the Aviation Supply Fuel Section personnel will man the facility. In that event, all concerned will be notified that the service station will open Monday through Friday, 0730 to 1130, 1300 through 1500, and 2100 to 2200. On weekends and holidays, the service station will operate from 0800 to 0900, and again at 1900 to 2000. The tactical service station, building 6021 will be manned from 0800 to 1000, and 1400 to 1500, Monday through Friday only.

5. Emergency Fuel Issues. Government vehicle operators who do not have the proper fuel access key should contact the Aviation Supply Fuels Section as follows:

a. Working hours, 0630 to 1500, phone 7-1396 from the base phone at the service station.

b. After hours and on weekends or holidays call the dispatch center Building 9724, at 7-1393.

c. The Aviation Supply Fuels Section will arrange for the vehicle/equipment to obtain fuel and prepare the proper documentation.

6. Action. The following action guidelines are established to ensure responsibilities are met regarding MCAS Service Station Procedures. Commanders and supervisors will ensure strict compliance with the contents of this Order.

a. Only government vehicles and equipment with properly issued refueling keys may access the service stations. The Fuelmaster computer system at the service stations will only accept properly issued keys.

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b. To obtain a fuel key, vehicle custodians must submit requests to the Aviation Supply Fuels Section, providing the vehicle registration number, the unit identification code for the custodian, proper accounting information (fund code, signal code, and job order if any) for the owner, and the size of the fuel tank.

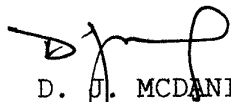
c. The request must be routed to the Fuels Section Building 7229 via the organizational comptroller paying for the fuel, (i.e. 3d MAW or MWSG-37 etc.).

d. To obtain gasoline or diesel fuel for non-tactical vehicles, operators must proceed to Building 8483 on Boyington Road, west of Schilt Avenue. Once vehicles and equipment are parked along side the desired fuel pump, operators must secure the engine, insert fuel key into the computer on the fuel pump island, enter the mileage and select the proper fuel pump for the equipment receiving the fuel. When the fuel pump switch is shut off, the transaction will automatically record.

e. To obtain JP5/8 for tactical vehicles, proceed to Building 6021, at the intersection Gonzalves Avenue and Bauer Road. Insert the fuel key into the computer on the fuel pump island, enter the vehicle mileage and select the proper fuel pump for dispensing JP5/8. When the fuel pump switch is secured, the transaction will automatically record.

f. Smoking is not prohibited within the service station. Open flames or unnecessary electrical equipment are not permitted within 100 feet of vehicles and equipment during refueling.

g. Take every precaution to prevent fuel spillage. In the event of a fuel spill or equipment failure, secure refueling operations immediately and call 99-911. Do not resume operations until the fuel spill is completely cleaned up.



D. J. MCDANIEL
Chief of Staff

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